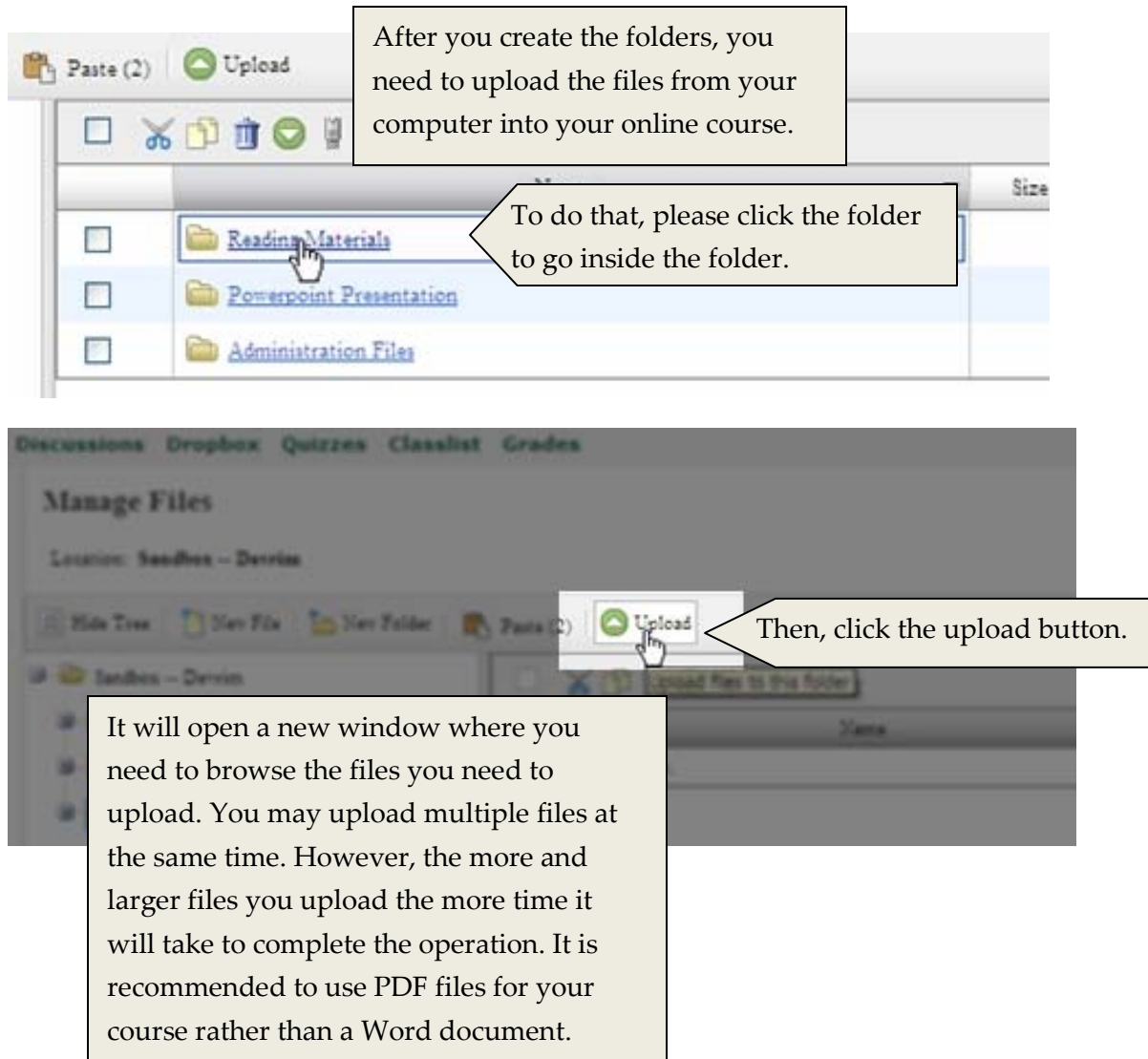


# Uploading Content into Folders

This tutorial will show how to upload content to your folders in D2L.

## Uploading Files to Folders



After you create the folders, you need to upload the files from your computer into your online course.

To do that, please click the folder to go inside the folder.

Then, click the upload button.

It will open a new window where you need to browse the files you need to upload. You may upload multiple files at the same time. However, the more and larger files you upload the more time it will take to complete the operation. It is recommended to use PDF files for your course rather than a Word document.

**Upload**

**Files to Upload**

Destination Folder: /content/enforced/BHSU/Sandbox/Reading Materials/

Files to Upload: 1.  **Browse...**

**Add**

Please click browse and locate the file.

**Choose file**

Look in:

- ~Snage Files
- capture-1
- capture-2
- capture-2.1
- capture-2.2
- capture-2.3
- capture-2.4
- career of hubu
- career of hubu
- early years of hubu
- early years of hubu
- Final Uploading and Managing
- first
- fourth
- life of hubu
- life of hubu
- Manage Files
- rubric
- second
- Slide 1
- Syllabus
- third
- Uploading and Managing
- Uploading and Managing
- Uploading and Managing 2
- welcome letter

File name:

Files of type: All Files (\*.\*)

**Open** **Cancel**

Click open to add the file to your upload list.

**Upload**

**Files to Upload**

Destination Folder: /content/enforced/BHSU/Sandbox/Reading Materials/

Files to Upload: 1. C:\Documents and Settings **Browse...**

**Add**

If you would like to add more files, click add

**Files to Upload**

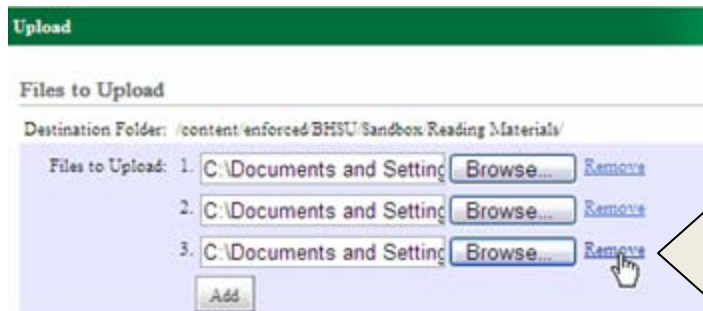
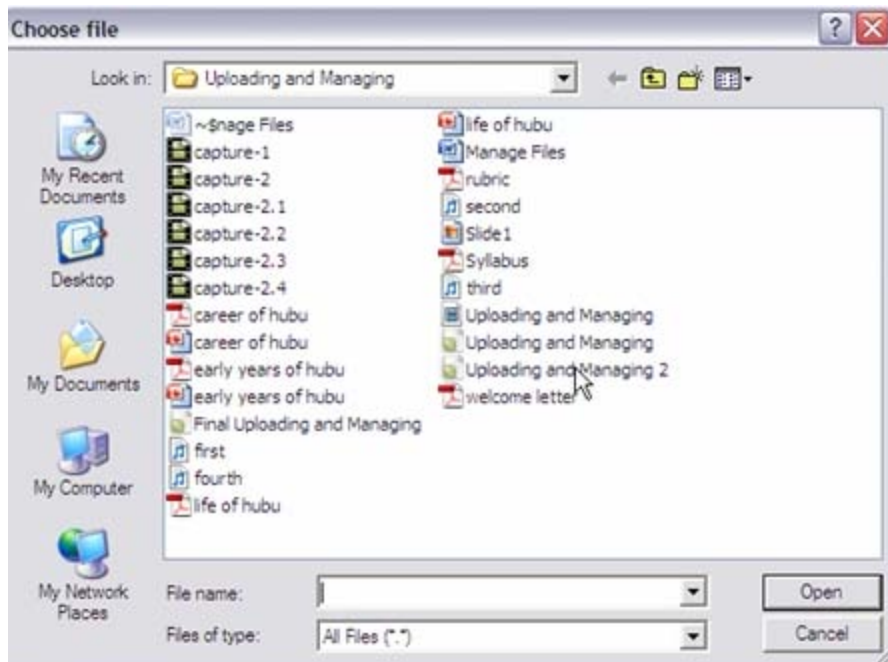
Destination Folder: /content/enforced/BHSU/Sandbox/Reading Materials/

Files to Upload: 1. C:\Documents and Settings **Browse...** **Remove**

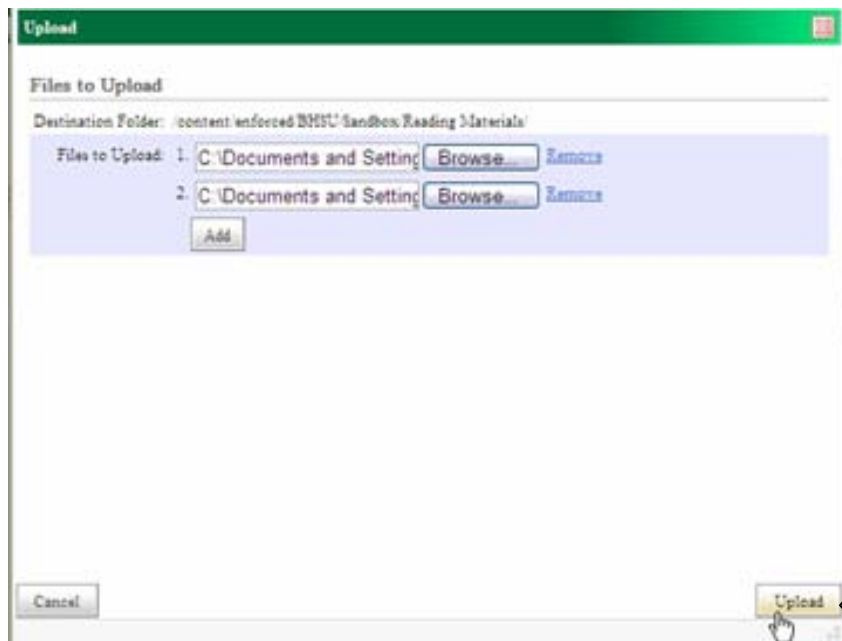
2.  **Browse...**

**Add**

and browse for the file.



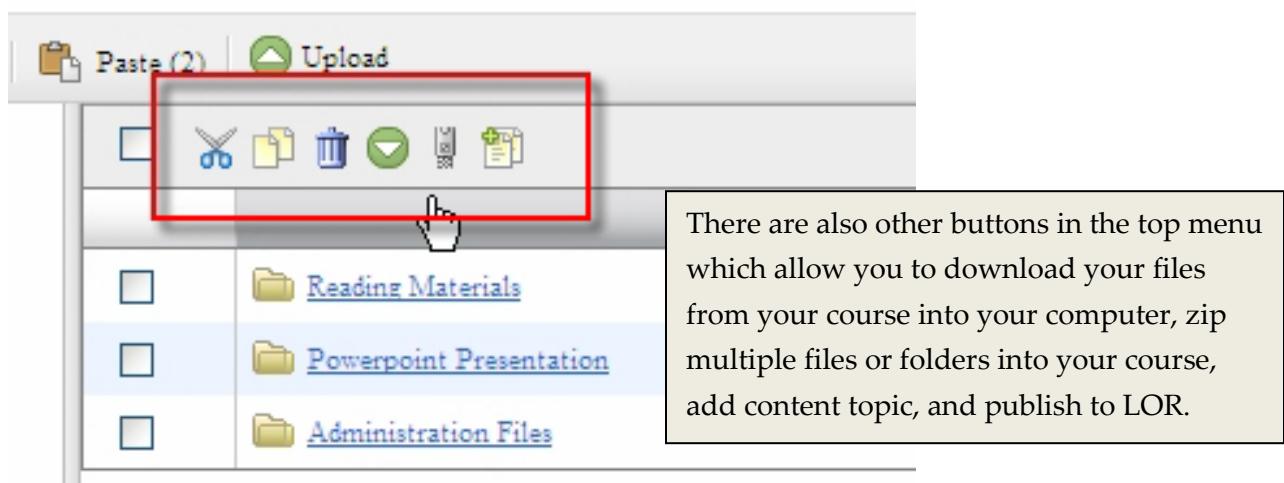
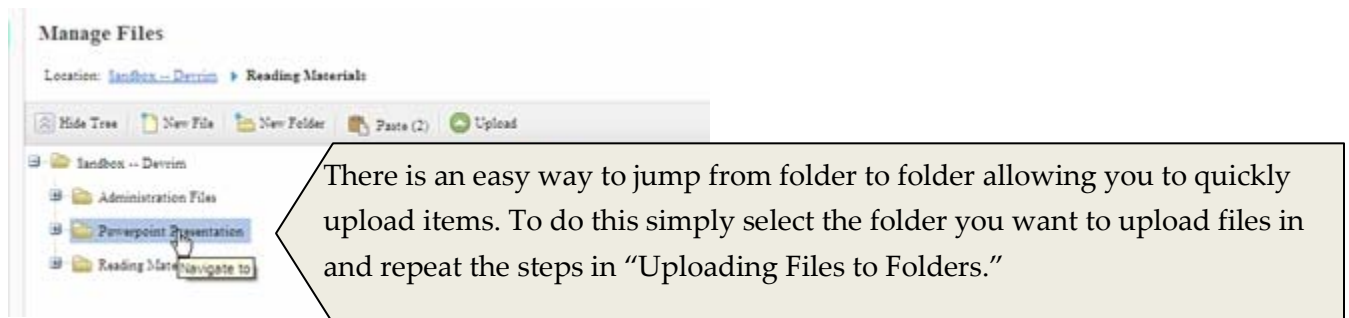
If you want to remove any files from the list, you may click the remove link.



Once you are done with adding the file, click upload in order to complete the operation.

# Quickly Uploading Files in Different Folders

---



If you follow this tutorial you will be able to upload files to your folders for your D2L course.